



Employee Access Log On Instructions

The Internet-based Texas Computer Cooperative Software (iTCCS) [Employee Access](#) system was created to allow employees electronic access to their current pay information, earnings statements, Form W-2, and leave balances.

New user set up:

1. Click on the **New User** link.
2. In the **Employee Number** field, type your 6-digit employee number.
3. In the **Date of Birth**, enter your date of birth in *mmdyyy* format.
4. In the **Zip Code** field, enter the zip code your district has on file.
5. Click **Find**.
6. Follow the prompts to set-up **User ID**, **Password**, **Home E-mail**, **Hint Question** and **Answer**.

User ID field is case sensitive and must be between 4-12 characters. The Password field is also case sensitive and must be between 6-12 characters. The user ID and password cannot be the same. It is customary at PfISD to use your 6-digit employee number and password associated with your computer and email log on.

7. Click **Save Profile**.

To log on to the system:

1. In the **User ID** field, type your User ID. This field is case sensitive.
2. In the **Password** field, type your password. This field is case-sensitive.
3. Click **Login**.

The Menu page is displayed listing the various options available in the Employee Access system on the left side of the page.

Note: If after three logon attempts the password is not correct, the password will be protected, and you will be asked to go to New User/Forgot Password/Forgot User ID.

To change a password:

1. In the **User ID** field, type your User ID. This field is case sensitive.

2. In the **Password** field, your password. This field is case sensitive.
3. Click **Change Password**. The New Password and New Password Verification fields are displayed.
4. In the **New Password** field, type your new 6-12 character password.
5. In the **New Password Verification** field, type your new 6-12 character password that you typed in the New Password field.
6. Click **Login** to access Employee Access data.
7. Click **New User** to go to the New User/Forgot Password/Forgot User ID page. Log on as a new user.
8. Click **Forgotten Password** to go to the New User/Forgot Password/Forgot User ID page if you have forgotten your password.
9. Click **Forgotten User ID** to go to the New User/Forgot Password/Forgot User ID page if you have forgotten your user ID.

If you forget User ID:

1. Click on the **Forgotten User ID** link.
2. In the **Employee Number** field, type your 9-digit employee number.
3. In the **Date of Birth**, enter your date of birth in *mmdyyy* format.
4. In the **Zip Code** field, enter the zip code your district has on file.
5. Click **Find**.

Your User ID will be sent to the email on file with PfISD.

If you forget Password:

1. Click on the **Forgotten Password** link.
2. In the **Employee Number** field, type your 9-digit employee number.
3. In the **Date of Birth**, enter your date of birth in *mmdyyy* format.
4. In the **Zip Code** field, enter the zip code your district has on file.
5. Click **Find**.

Your Password will be sent to the email on file with PfISD.

To change language to English or Spanish:

English is the default language for text on the page.

- Click **En Español** to view the pages in Spanish.
- If text is in Spanish, click **English Language** to return to English language.